



**STATE OF CONNECTICUT**  
**STATE ELECTIONS ENFORCEMENT COMMISSION**  
20 Trinity Street - Suite 101 • Hartford, Connecticut 06106 - 1628

**CAMPAIGN FINANCE REGISTRATION AND  
DISCLOSURE REQUIREMENTS FOR CANDIDATES  
INVOLVED IN TOWN COMMITTEE PRIMARIES  
FAQ SHEET - 2004**

Each candidate whose name appears on the ballot in the March 2, 2004 town committee primary for the position of town committee member is required to comply with the registration and financial reporting provisions of Connecticut's Campaign Finance Laws as contained in Chapter 150 of the General Statutes. In recognition of our continuing obligation to inform and educate those involved in financing political campaigns of their legal duties and responsibilities, the State Elections Enforcement Commission has prepared this FAQ Sheet which highlights the basic requirements pertaining to candidates in a primary for town committee member. Generally, these candidates have the same disclosure and reporting obligations as do candidates for election to a state or municipal public office.

Those who use this FAQ Sheet should also refer to the provisions of Chapter 150 of the General Statutes to obtain a greater understanding of these requirements. Please contact the Commission at the number listed below if you have any questions.

Revised January, 2004

## FREQUENTLY ASKED QUESTIONS CONCERNING THESE REQUIREMENTS

1. **I am currently on the Town Committee and wish to seek another term. Do I have to register in order to raise funds for my campaign?**

No, unless your name will appear on the ballot in a party primary for town committee members. If there is no primary, candidates are not required to register or disclose contributions received or spent on their campaigns.

2. **My party recently had a caucus and I was chosen as an endorsed candidate for the position of town committee member. Although there was a challenge slate offered at the caucus, they were neither endorsed nor have they obtained a sufficient number of signatures on primary petitions. Am I, or are any of the candidates who were endorsed, required to register a fundraising committee and disclose the committee's receipts and expenditures?**

No. The registration and disclosure requirements apply only to candidates who compete in a primary.

3. **I have been selected to the party-endorsed slate of candidates for town committee member and I'm being challenged at a primary. Do I have to register a fundraising committee for the campaign?**

Yes. If there is a primary, the Town Clerk is required to prepare a legal notice for publication in a newspaper. See Section 9-435, Connecticut General Statutes. The campaign of each candidate in a primary for the position of town committee member, in these instances, must be financed either by (a) a properly registered committee, or (b) by filing a "Certificate of Exemption from Forming a Candidate Committee" as further described in Question 5.

4. **When must a form be filed?**

It must be filed by the candidate within ten days of becoming a candidate. Under state campaign finance law, one becomes a candidate by gaining ballot access either as an endorsed or petitioning candidate, or by making expenditures, soliciting contributions, or authorizing another to do the same on the candidate's behalf.

5. **Which form must be filed?**

It depends upon how your campaign is financed.

You may file the "Certification of Exemption From Forming A Candidate Committee," Form B-4, if any one of the following 3 conditions apply:

- (a) You are one of a slate of candidates in the primary whose campaigns are being funded solely by an existing Town Committee or a newly created political committee established for the slate in connection with the primary, or
- (b) You will be funding your campaign entirely from your own personal funds and do not intend to solicit contributions from other persons or committees, or
- (c) You do not intend to receive or spend more than \$1,000, or
- (d) You do not intend to spend or receive any money.

If you do not choose to finance your campaign through one of these exemptions you must organize and establish a candidate committee for your campaign and file the form entitled "Registration of Candidate Committee," Form ED-49.

You must therefore file either Form B-4 or Form ED-49. Campaign finance registration and reporting forms are available at any office of a Town Clerk, the Office of the Secretary of the State or

the State Elections Enforcement Commission.

**6. Where do I file this required form?**

With the Town Clerk of the municipality holding the primary.

**7. What is the effect of filing a Certification of Exemption, Form B-4?**

The candidate need not establish or register a separate candidate committee, open a separate bank account or appoint his own treasurer for the primary campaign.

**8. I have filed Form B-4 and have certified that I am exempt from the candidate committee registration requirement because I intend to finance my campaign entirely from my own funds. My neighbor has since indicated he wants to donate \$100 by check to my campaign. May I accept the contribution without having to register a candidate committee (open a checking account, and appoint a treasurer)?**

Yes. You are not required to register a separate candidate committee if you do not receive or spend more than \$1,000. However, you must file a new B-4 to reflect the change in the circumstances regarding your eligibility for the exemption not later than three business days following the change.

**9. The same circumstances apply as in Question 8 and I have accepted the \$100 contribution. My brother now desires to contribute \$1,000 to my campaign. If I accept it, must I register a candidate committee (open a checking account and appoint a treasurer)?**

Yes. If during the course of the campaign, there is a change in circumstances and the candidate is no longer eligible for the exemption, he must register his candidate committee and file Form ED-49 with the Town Clerk within 3 business days of the act which results in the loss of his exempt status. In this instance, you may only accept the 1,000 contribution, (or a total of \$1,100) if you first register a candidate committee, Form ED-49.

**10. Am I required to appoint someone as my campaign treasurer if I finance my campaign entirely from my own personal funds or do not receive more than \$1,000 from other sources?**

No. In either case, the candidate may act as his own treasurer and is not required to designate another as his treasurer.

**11. I am a candidate on the petitioning slate of candidates, and a separate political committee has been formed to finance the campaigns of all candidates on the slate. What are my obligations as a candidate?**

You are exempt from the requirement of registering a separate candidate committee if you are part of a slate of candidates whose campaigns are financed solely by a political committee, and you file Form B-4, "Certification of Exemption" with the Town Clerk, and enter the name of the political committee which has been registered to finance the slate of candidates. The chairperson of the political committee is required to register using the form entitled "Political Committee Statement of Organization," Form ED-47, with the Town Clerk of the municipality holding the primary.

**12. For a political committee established to finance a slate of candidates in the primary, what is required of the chairperson to complete the registration process?**

In addition to filing the committee registration form, Form ED-47, the chairperson is required to appoint one registered voter to serve as the campaign treasurer and establish a single checking account in a bank or other financial institution in Connecticut to serve as the depository for the committee's funds. The designation of the treasurer and depository must be made on the committee registration form.

**13. For a candidate committee of a single candidate in the primary, what is required to complete the registration process?**

In addition to filing the candidate committee registration, Form ED-49, the candidate has the same responsibilities as the chairperson of a political committee for a slate of candidates (see Question 12), and must include the name of the treasurer and depository on the registration form.

**14. Are there any requirements pertaining to the committee's depository?**

The depository institution may be a bank, savings and loan or credit union and must be situated in this State. A single checking account must be established in the depository in which all receipts are deposited, and from which all expenditures are made.

**15. Do restrictions apply to a campaign treasurer?**

Yes. Only one individual may serve as campaign treasurer and a candidate may not serve as his own campaign or deputy campaign treasurer. This prohibition extends to the treasurer of a political committee or town committee that finances its treasurer's campaign. The appointment of a deputy campaign treasurer is optional but strongly recommended. The campaign treasurer and deputy campaign treasurer must be registered voters in Connecticut.

**16. What are the campaign treasurer's responsibilities?**

- (a) To deposit receipts in the checking account within seven (7) days of receipt.
- (b) To authorize and pay all committee expenditures by check drawn on the depository institution.
- (c) To complete and file a financial disclosure statement as required in a timely manner.

- (d) May appoint "*solicitors*" to receive funds on behalf of the campaign treasurer.
- (e) To oversee all financial transactions of the committee.

**17. When must the campaign treasurer file the detailed statement of committee receipts and expenditures?**

If the committee has either raised or spent more than \$1,000, a detailed statement must be filed by February 24, 2004 (the 7th day prior to the March 2, 2004 town committee primary) and within 30 days following the primary. Additional statements must be filed if the committee has a surplus or deficit as of the last filed statement. A printed calendar of filing dates is attached to this FAQ Sheet. (See Question 19 if committee has raised or spent \$1,000 or less.)

**18. What form must the campaign treasurer use to comply with the financial disclosure requirements?**

Form ED-45 entitled "*Statement of Receipts and Expenditures*."

**19. If the committee has not raised or spent more than \$1,000, does the campaign treasurer have any filing requirements?**

Yes. The campaign treasurer must file Form ED-46 entitled "*Exemption From Itemized Reporting*" on the day required if no more than \$1,000 was raised or spent by the committee by the close of the reporting period. The requirement to file either Form ED-46 or ED-45 on the filing date does not apply to a candidate who is exempt from registering a candidate committee and has filed Form B-4.

**20. Where must these financial disclosure forms be filed?**

With the Clerk of the municipality holding the primary.

**21. What are the penalties for a campaign treasurer who fails to file either form (ED-45 or ED-46) on the day it is due?**

The Town Clerk is required by law to assess a mandatory late filing fee of \$55 against the delinquent treasurer which

must be paid from the treasurer's personal funds. Filing fees cannot be waived. In addition, if the campaign treasurer does not file within seven days after receiving a delinquency notice, the treasurer becomes liable for additional civil penalties and possible criminal sanctions, including a fine of \$2,000 and imprisonment of up to one year, or both.

**22. What must be disclosed on the "Statement of Receipts and Expenditures"?**

Generally, all the disclosure information requirements applicable to an election, this includes the name and address of each contributor of more than \$30 in total contributions to the committee, the employer and occupation if that sum exceeds \$100, the total sum of all monetary receipts of \$30 or less, the name and address of each payee to whom an expenditure is made, the purpose of each expenditure, and a statement of the balance on hand and outstanding expenses or other committee obligations. The "Statement of Receipts and Expenditures" contains detailed instructions for completion of the form.

**23. What about receipts and expenses before the committee was required to be registered? Must these be disclosed?**

No. However, the Commission encourages full disclosure of all receipts and expenditures made in the campaign. The campaign treasurer should at least disclose the total contributions received prior to registration as the beginning balance on the summary page of the Statement.

**24. Are there any restrictions on contributions made in cash?**

Yes. A \$100 maximum cash contribution in the aggregate is permitted from any person or entity.

**25. Are there any limitations on contributions made by check from an individual?**

Individuals may give without limit to a candidate committee formed for the

position of town committee member or to a political committee formed for a slate of candidates for the position of town committee. However, there is a \$1,000 per calendar year limit on contributions to town committees.

**26. May business entities, such as partnerships and corporations make direct contributions?**

Generally, a business entity may not contribute to a candidate for public office or a political or party committee. However, a business entity, which is incorporated or licensed to do business in Connecticut, may give without limit to a candidate committee formed for the position of town committee member or to a political committee formed for a slate of candidates for the position of town committee. A town committee that is the sole funding source for a town committee slate *may not* receive contributions from a business entity.

**27. May labor unions make direct contributions?**

Generally a labor union may not contribute to a candidate for public office or a political or party committee without first forming its own political committee. However, a labor union may give without limit to a candidate committee formed for the position of town committee member or to a political committee formed for a slate of candidates for the position of town committee. A town committee that is the sole funding source for a town committee slate *may not* receive contributions from a labor union.

**28. May an existing ongoing political committee make contributions to town committee candidates?**

Yes, but only if it is properly registered as a political committee with the Office of the Secretary of the State or the Town Clerk, as the case may be. A registered political committee may make unlimited contributions to a candidate or political committee formed solely for the town committee primary.

**29. Are there any other prohibitions which pertain to the campaign financing of candidates in town committee primaries?**

Yes. Vote buying and selling is prohibited. A promise of appointment to a public position made in exchange for support in the primary is prohibited. False disclosure of the name of a contributor on any campaign finance statement is also prohibited. These are classified as corrupt election practices. Other prohibited practices are contained in Section 9-333x, Connecticut General Statutes.

**30. What are the penalties if I make or accept an improper contribution, or engage in a corrupt election practice?**

Any single violation of the campaign finance laws subjects the offender to a civil penalty of up to \$2,000 which can be imposed by the State Elections Enforcement Commission. Any improper contributions or payments can be confiscated by the Commission for deposit in the State's treasury. An intentional violation of these laws is punishable as a Class D felony, for which a maximum of \$5,000 in fines and five years imprisonment can be imposed by the Court. Criminal prosecutions are instituted by the Office of the Chief State's Attorney and the State's Attorneys' Offices upon recommendation of the Commission.

**31. Is identification required on political communications which advocate the election or defeat of a candidate in a primary for town committee member?**

Yes. The rules applicable to communications for candidates for public office are also applicable to written, printed or typed communications that advocate the election or defeat of a candidate in a primary for town committee member. If a candidate pays for the communication it must include on its face the text "*Paid for by*" and the candidate's name and address. If a committee pays for the communication it must include on its face the text "*Paid for*

*by*" and the name of the sponsoring committee and its treasurer, except that a party committee's attribution need not include the name of the treasurer. See Section 9-333w, Connecticut General Statutes.

**32. Where can I obtain the forms necessary to register a committee or claim an exemption, or to disclose contributions and expenditures?**

All campaign finance forms and materials are available at your Town Clerk's Office, the Office of the Secretary of the State, and the State Elections Enforcement Commission either at its offices or on its website.

**33. What if my candidate committee or the political committee established for the slate of candidates for the town committee primary has a surplus after the primary?**

The surplus can only be returned to contributors on a prorated basis of contribution or it may be distributed to a charitable organization which is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended. *Surplus may not be given to a town committee, candidate or other political committee!*

**34. Where can I obtain an interpretation of campaign finance law, advisory opinion, or file a complaint if I know a violation has been committed?**

State Elections Enforcement Commission  
20 Trinity Street, Suite 101  
Hartford, CT 06106-1628

Jeffrey B. Garfield Executive Director &  
General Counsel

Internet: [www.seec.state.ct.us](http://www.seec.state.ct.us)

Telephone: (860) 566-1776

Toll Free within Connecticut

1-866-SEEC INFO [1-866-733-2463]

E-mail: [SEEC@po.state.ct.us](mailto:SEEC@po.state.ct.us)

FAX: (860) 566-4402

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**Campaign Finance Filing Dates**  
For All Committees Funding Candidates for the Position of Town  
Committee Members in the 3/2/04 Town Committee Primary  
(Section 9-333j, C.G.S.)

<b>Type of Statement</b>	<b>Period Covered</b>	<b>Committee Type</b>	<b>Filing/ Mailing Date</b>
January Filing	Date of Formation or from last filing through 12/31/03	All	1/7/04
7 <sup>th</sup> Day Preceding 3/2/04 Primary	1/1/04 through 2/17/04	All	2/24/04
Within 30 days Following 3/2/04 Primary	2/18/04 through 3/25/04	All but Town Committees	4/1/04 <sup>1</sup>
April Filing	2/18/04 through 3/31/04	Town Committee only	4/7/04
Deficit Report	3/26/04 through 5/31/04	All but Town Committees	6/7/04 <sup>2</sup>
Surplus & Termination Report	3/26/04 through 5/31/04	All but Town Committees	6/7/04 <sup>3</sup>
July Filing	4/1/04 through 6/30/04	Town Committee only	7/7/04

1. A committee formed in connection with the 3/2/04 town committee primary which has distributed any surplus or has eliminated any deficit within 30 days of the primary may terminate with the filing of this report.
2. A committee formed in connection with the 3/2/04 town committee primary which reports a deficit on the 90<sup>th</sup> day following the primary will thereafter be required to file an additional statement on the 7<sup>th</sup> day of any succeeding month when there is an increase or decrease in the deficit which is greater than \$500.00 from the last filed financial disclosure statement.
3. A committee formed in connection with the 3/2/04 town committee primary must distribute or expend its surplus within 90 days following the primary and report such distribution within seven days thereafter.

# Permissible Contributions

## Town Committee Primary Aggregate Dollar Limits<sup>a</sup>

<b>Recipient Committee</b>	<b>Contributor Sources<sup>b</sup></b>						
	Individual	Candidate Committee	Party Committee	Political Committee formed by two or more Individuals	Political Committee formed by a Business	Political Committee formed by an Organization	Other Entity <sup>c</sup>
<b>Slate Political Committee</b> <i>of two or more Candidates for Town Committee Member</i>	Unlimited	Prohibited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
<b>Town Committee</b> <i>as authorized funding vehicle for two or more Candidates for Town Committee Members</i>	1,000 <sup>a</sup>	Only surplus distribution	Unlimited	Unlimited	Unlimited	1,000 <sup>a</sup>	Prohibited
<b>Candidate Committee</b> <i>for individual Town Committee Member</i>	Unlimited	Prohibited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited

- a. For town committees the aggregate limit is a calendar year limit for all events.
- b. Only contributions from committees that are registered in Connecticut may be accepted. *Note:* A political committee formed for a referendum may not give to a candidate committee or slate political committee under any circumstances.
- c. Only contributions from an "Other Entity" that is permitted to do business in Connecticut may be accepted. Examples of other entities would be partnerships, labor unions, and corporations.